Hello from the Outreach Trainers Newsletter home office in HOT Phoenix, Arizona.

Those of you who don’t live in Arizona should be very happy right now. I know there are many reasons why many of you who don’t live in Arizona may be happy about it, but the reason I’m thinking of right now is the heat. As I write this, the temperature in Phoenix is 116 degrees, with a high expected of 119. Of course, it’s a dry heat as we rationalize, but this is really hot!

On the plus side, if you read the previous Newsletter, my Cubs are still solidly in first place even though I would have predicted a collapse by now.

In this issue, there are quite a few interesting articles from OSHA. The agency has been very productive with safety information in the form of Fact Sheets, the DOL Blog and the Summer Heat Safety Campaign, and a final rule that revises the Reporting requirements under CFR 1904. See our OSHA Update section for more information.

I also have some new Instructor Resources on the back page. One of those is a link to the National Work Zone Information Clearing House. Another is an extensive list of infographics from the National Campaign to Stop Construction Falls. Van Howell, one of our esteemed instructors, provided these links.

Lastly, our Outreach Reporting Tool for accessing student cards for Outreach Courses seems to be working well. Stephanie MacGilfrey will provide an update in the Outreach Program section.

Thanks for reading,

Harold Gribow, editor
Outreach Program

One of the largest hurdles the Outreach department faces on a regular basis is the ability of our trainers to maintain accurate records in accordance with OSHA guidelines. It is the sole responsibility of the Outreach Trainer to remain up to date and current on all applicable course requirements and documentation necessary for submission and retention.

How can you ensure that you are in compliance? We recommend that you review the “OSHA Outreach Training Program Requirements at Outreach Training Program. This document serves as a checklist for all trainers to utilize when conducting an OSHA course. Prior to and after a course, all trainers should review the document and maintain accurate records.

Our OTIEC can at any time request an audit of your course records. Be prepared by planning ahead.

How long do I need to keep course records?

Trainers are required to keep a copy of each completed course for 5 years from the card issue date. If your employer maintains the records, it is still your responsibility to keep records in the event that you change employers. Don’t wait until you are audited to get your documentation together.

What course records are required? Refer to the following requirements as outlined in the Program Requirements:

1. Student Sign-In Sheets. Sign-in sheets must be completed for each day of class. Printed or typed names must appear adjacent to the students’ signatures.
2. Student Contact Information. This is the location where the Outreach trainer will send the student card; it must be the student’s home or business address.
3. Topic Outline. The outline must indicate the date and time period (e.g. 1 p.m. to 2 p.m.) of every topic and break.
4. Class Documentation. A copy of the documentation submitted to request student course completion cards including the list of the topics taught and the class time spent on each topic.
5. Student Course Completion Card Numbers. Outreach trainers must make a copy (electronic or paper) of every course completion card they issue, after entering all information onto the card. This will enable the Outreach trainer to track the card number issued to each student.
6. Guest trainers. A list containing the name of each guest trainer, topics and times covered by each, and their qualifications.
7. Additional Outreach Trainers. A list containing the name of each additional Outreach Trainer, a list of the topics covered, the number of contact hours allocated to each topic, and a copy of their Outreach trainer card.

What about the training topics and time constraints?

The 10 Hour Course:
- Minimum length for any one topic - ½ hour
- Maximum length for any one topic - 4 hours

The 30 Hour Course:
- Minimum length for any one topic - ½ hour
- Maximum length for any one topic - 6 hours

Can I teach the course over a period of time?

Yes. The course can be divided into multiple training segments, but must be completed within 6 months of the course start date.

How can a student upgrade from a 10 hour to a 30 hour card?

Outreach trainers may provide 20 additional hours to 10-hour students and receive 30-hour cards under the following conditions:

a) The same Outreach trainer must do all the Outreach training.
b) All the Outreach training must be completed (from the start of the 10-hour class, to the end of the 30-hour class) within 6 months.
c) The 10-hour card must be returned to receive the 30-hour card.

If you have any questions regarding the course requirements, please contact the Outreach Department.

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When conducting 10 and 30 Hour Outreach Courses, I’ve found that some of the subjects are enhanced by the use of props. When I say “props” I mean either tools or materials that are used to illustrate safety topics, or some that are used as demonstrations.

The subjects that lend themselves to props are:

**PPE:** Having a selection of safety glasses, face shields, hearing protection, hard hats, and gloves are typically what we think about for PPE props. But what about a selection of respirators? If you can bring in a tight-fitting, full-face respirator, a half face respirator and some N95 filtering facepieces, you’ll have the advantage of showing your students what they are, and especially why it’s better to use engineering controls rather than PPE for inhalation hazards. It becomes even more dramatic if you can show an SCBA, as well.

**Tools:** Displaying a group of hand and power tools, some in good condition and others in poor shape, can be very illustrative of the hazards and corrective actions when working with tools.

**Fall Protection:** A personal fall arrest harness is a good prop and having a worker, with little familiarity to PFAS equipment, try to put it on correctly in class is a good break from Power-Point and lecture.

**Scaffolds:** I’ve seen instructors bring one section of tubular metal frame scaffold with planks into class for a demonstration. I’ve also seen classes where the group went outside (not in Phoenix in the summer) and put together several sections, maybe two tiers high for practice.

Finally, the best prop I’ve seen was a small crane used as a prop when discussing crane safety. I mean a real, truck-mounted crane that was used to demonstrate safe setup and proper use of load charts and boom angle indicators.

Those are just some of the many opportunities for props in classes. You probably can think of many more. It’s just a case of taking time to gather them up and use them to reinforce your training.
OSHA Update

Summer Heat Safety Campaign Begins

OSHA has kicked off its summer campaign to inform employers and employees about the dangers of working in the heat. The campaign will continue its annual outreach to highlight how heat-related worker fatalities are entirely preventable.

OSHA also provided heat safety tips for workers in a blog, Twitter posts, and an updated heat campaign webpage that now includes illustrations of heat exhaustion and heat stroke, an animated video, training resources, and links to an updated heat safety phone app. #WaterRestShade is the official hashtag of the campaign, encouraging employers to provide their workers with drinking water, ample breaks, and a shaded area while working outdoors.

In 2014 alone, 2,630 workers suffered from heat illness and 18 died from heat stroke and related causes on the job.

Digital Media from the Department of Labor

Thanks for following and retweeting! Continue following @USDOL on Twitter and visiting the DOL Facebook page for up-to-the-minute OSHA information and resources.

Featured Tweet

OSHA provides news and commentary on workplace safety and health from its senior leadership, staff and guest contributors on the DOL blog. See our latest posts:

1. Changing Safety Culture at America’s Leading Furniture Manufacturer by OSHA Assistant Secretary Dr. David Michaels
OSHA Update (Continued)

2. When Thunder Roars, Go Indoors by Mandy Edens, director of OSHA’s Directorate of Technical Support and Emergency Management

3. Cutting Corners in Construction Costs Lives by Melanie Stratton and Dane Steffenson, attorneys in the Department of Labor’s Office of the Solicitor in Atlanta

OSHA issues final rule to make employers, public better informed about workplace injuries, illnesses

With OSHA’s final rule on recordkeeping modernization, data that employers are already required to collect will be submitted electronically to OSHA. OSHA today issued a final rule to modernize injury data collection to better inform workers, employers, the public, and OSHA about workplace hazards. With this new rule, OSHA is applying the insights of behavioral economics to improve workplace safety and prevent injuries and illnesses.

OSHA requires many employers to keep a record of injuries and illnesses to help these employers and their employees identify hazards, fix problems and prevent additional injuries and illnesses. The Bureau of Labor Statistics reports more than three million workers suffer a workplace injury or illness every year.

Currently, little or no information about worker injuries and illnesses at individual employers is made public or available to OSHA. Under the new rule, employers in high-hazard industries will send OSHA injury and illness data that the employers are already required to collect, for posting on the agency’s website. The availability of these data will enable prospective employees to identify workplaces where their risk of injury is lowest; as a result, employers competing to hire the best workers will make injury prevention a higher priority. Access to these data will also enable employers to benchmark their safety and health performance against industry leaders, to improve their own safety programs.

Under the new rule, all establishments with 250 or more employees in industries covered by the recordkeeping regulation must electronically submit to OSHA injury and illness information from OSHA Forms 300, 300A, and 301. Establishments with 20-249 employees in certain industries must electronically submit information from OSHA Form 300A only.

The new requirements take effect August 10, 2016, with phased in data submissions beginning in 2017. These requirements do not add to or change an employer’s obligation to complete and retain injury and illness records under the Recording and Reporting Occupational Injuries and Illnesses regulation. For more information see the news release and blog post by Deputy Secretary of Labor Chris Lu, and visit OSHA’s webpage on the final rule, which includes links to a fact sheet and frequently asked questions.

Check Out Safety Trainer editor Harold Gribow’s Courses

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Your Trainer Resources

Who We Are

The UC San Diego OSHA Training Institute Education Center is part of UC San Diego Extension which has served as a premier source of lifelong learning for adults seeking professional and personal growth for nearly five decades. Currently, Extension educates over 22,000 professionals annually in more than 4,600 courses and over 80 certificate programs including the multi-track Professional Certificate in Occupational Safety and Health.

The UC San Diego OTIEC has consistently provided quality, innovative and cutting edge occupational safety and health construction and general industry standards based education and training since 1992 when it was chosen as one of the original four OSHA Training Institute Centers. In addition to the U.S. Department of Labor OTIEC courses, Extension has a long history of providing courses in safety and health management and training, hazardous waste management and emergency preparedness.

Below is a collection of tools we think you will find very useful. Each issue will include selected resources to help you, our Trainers.

1. New OSHA poster - available for free from OSHA, informs workers of their rights under the Occupational Safety and Health Act. All covered employers are required to display the poster. See also: State-approved poster & Federal Agency Poster.

2. OSHA’s Heat Illness Prevention Webpage- As temperatures rise across the country, employers must ensure the safety of their workers. Establishing a prevention program and recognizing the signs of heat exhaustion and stroke are key.


4. Fall Prevention Fact Sheets- see prevention techniques from the National Workzone Information Clearing House.

5. Stop Construction Falls Infographics Website - As part of the National Campaign to Prevent Construction Falls, OSHA, NIOSH, and CPWR worked together to develop a new series of infographics both in English and Spanish.

Looking for a full list? Please click here for PDF with all the current resources listed.